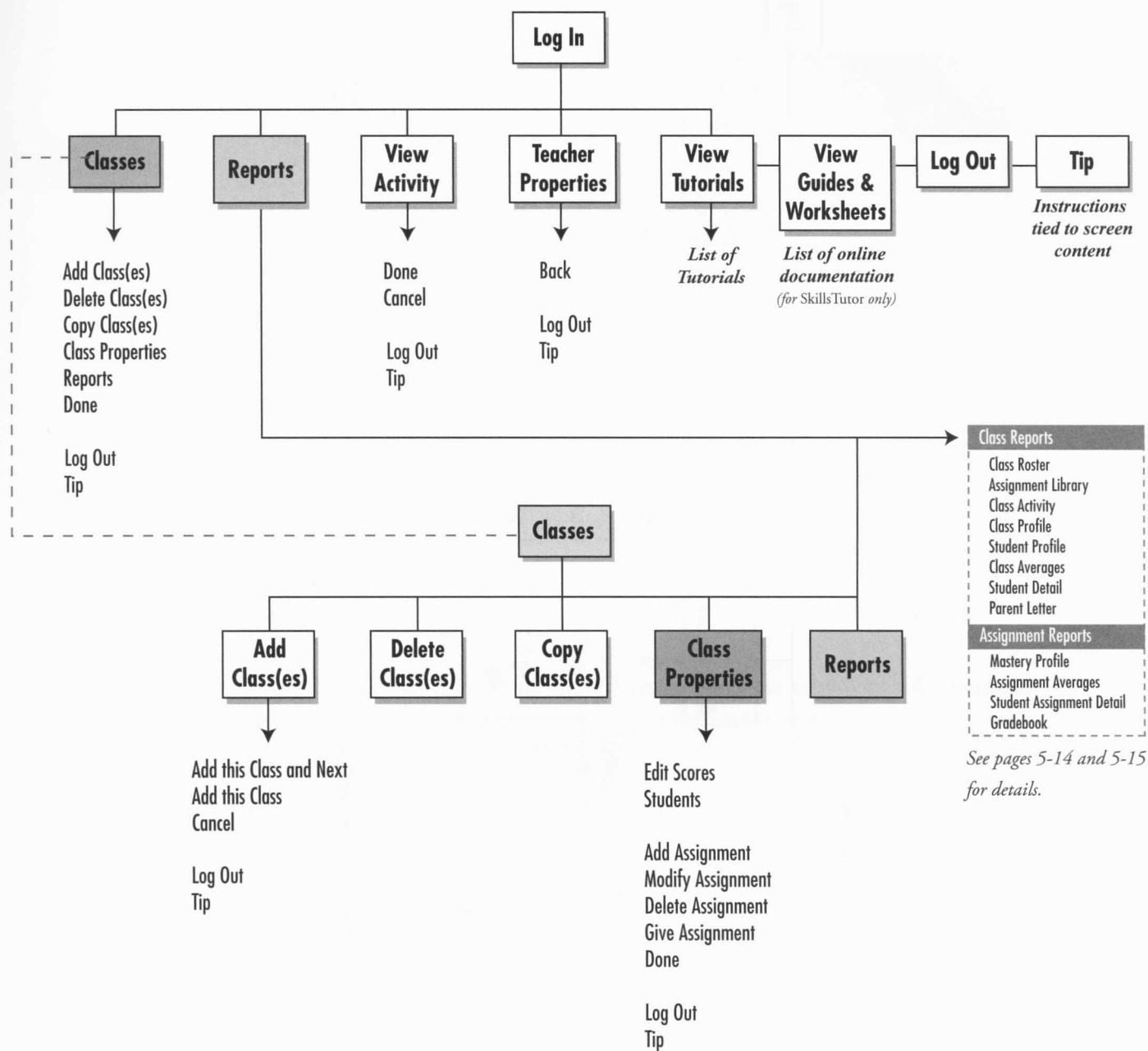
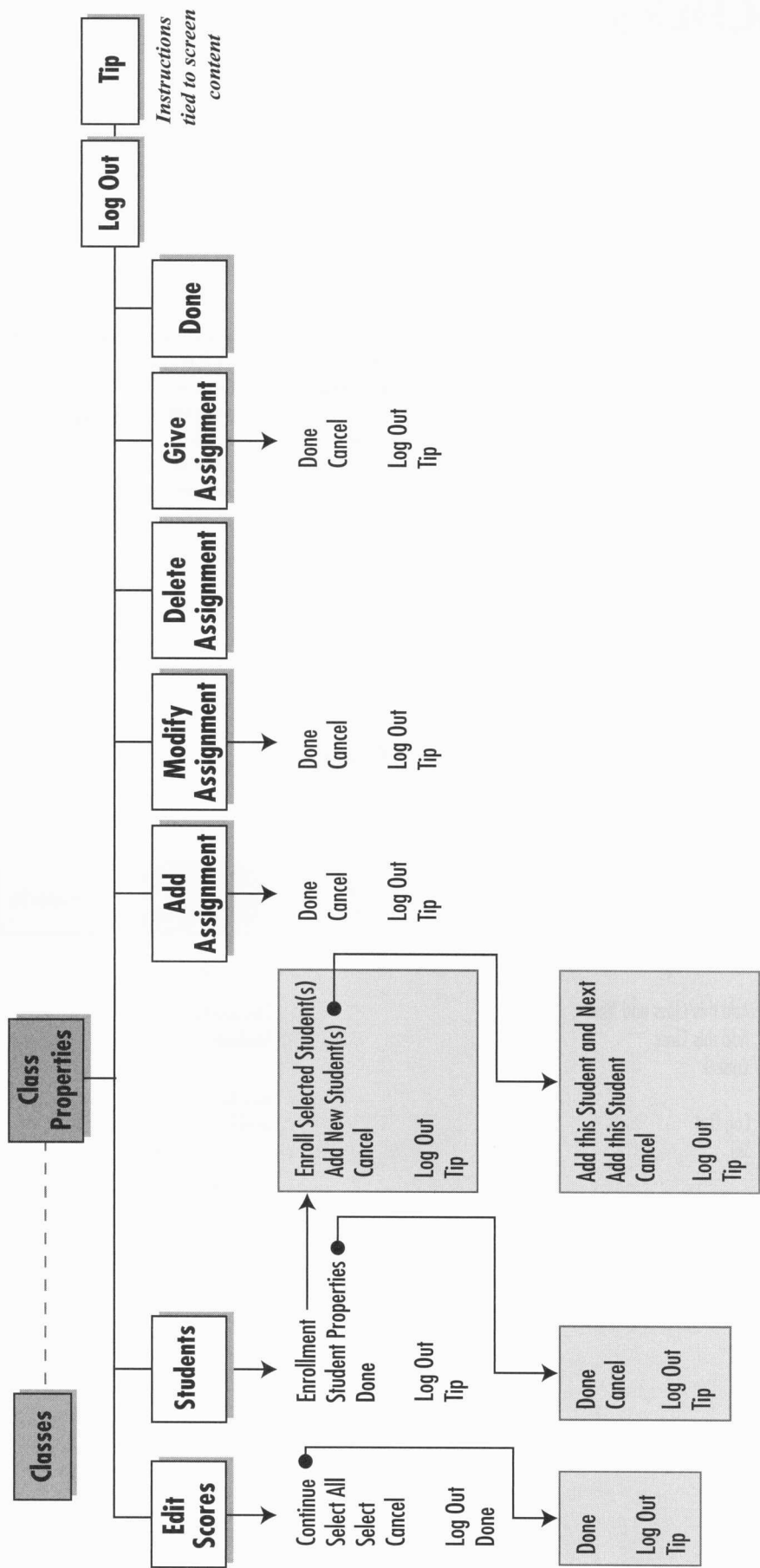


# 5 Reference for TEACHERS

Teacher Layer Menu Maps



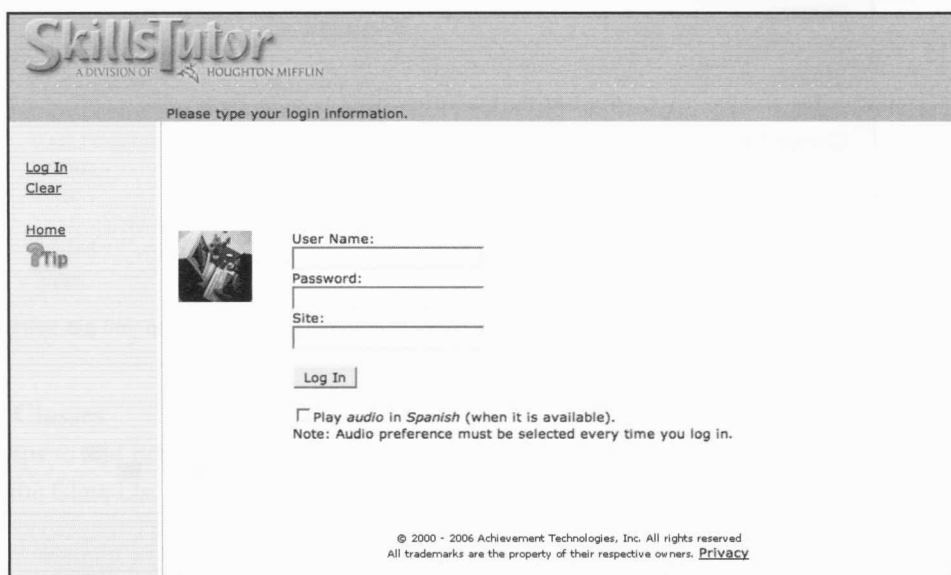
See pages 5-14 and 5-15 for details.



## Accessing the Web Site

Follow these steps to access the Web Site:

1. Open your Web browser.
2.
  - a. For SkillsTutor, go to [www.MySkillsTutor.com](http://www.MySkillsTutor.com).
  - b. For Employability and Work Maturity Skills, go to [www.myemployabilityskills.com](http://www.myemployabilityskills.com).
  - c. For Sexual Harassment, go to [www.hrbasicsonline.com](http://www.hrbasicsonline.com).



3. Follow the steps below to log in.

## Logging In

You should have received a user name, password, and site designation from your System Administrator. Please contact your System Administrator for this information if you have not received it. Once you have entered this information in the corresponding fields, click **Log In**.

---

**Important:** The **Play audio in Spanish** check box is only available for users in *SkillsTutor*. Clicking the box when logging in as a teacher will have no effect on teacher functions.

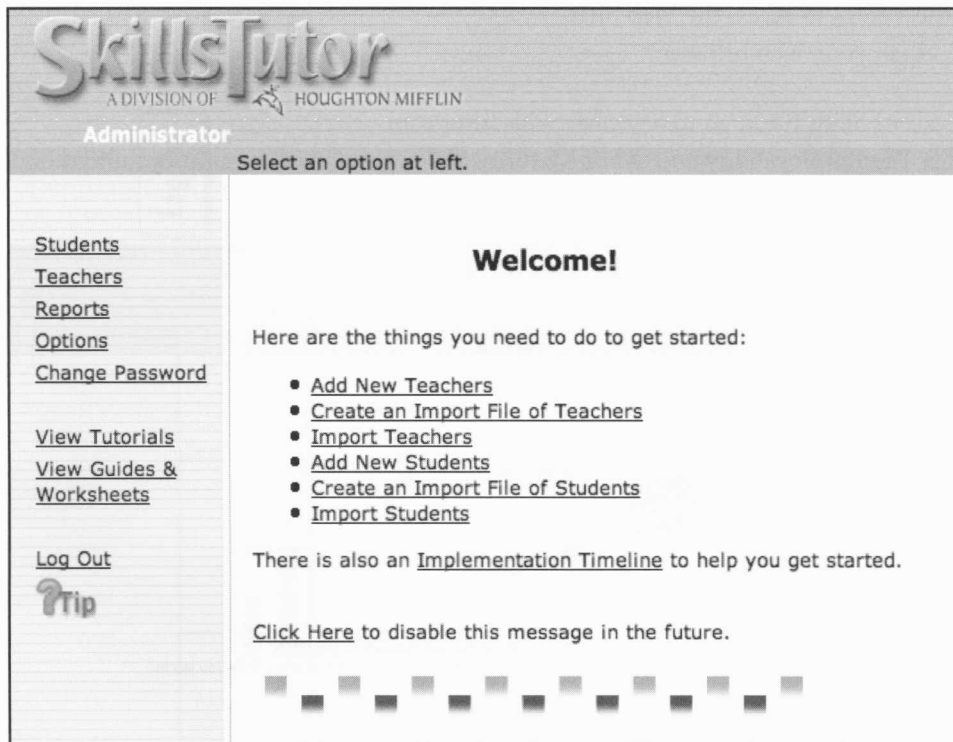
---


---

**Important:** A **Tip** button is located on every page. Refer to this for instructions tied to screen content.

---

Once you log in you should see the Main Teacher screen.



 **Tip:** When a Teacher logs in for the first time a “Welcome” message appears. This may be turned off by choosing the “Click Here to disable this message” link. The Teacher can turn the message back on at any time by going to the “Change Password” screen and selecting the box next to “Show New User Intro Screen.”

When you are logged in as a teacher, you have the ability to perform these and other tasks:

- **Working with the Class List**

- Add, Delete, and Copy Classes
- Add and Remove Students from Enrollment
- Edit Class Properties
- Make Assignments

- **Generating Reports**

- *Class-Specific*
  - Class Roster
  - Assignment Library
  - Class Activity
  - Class Profile
  - Student Profile
  - Class Averages
  - Student Detail
  - Parent Letter
- *Assignment-Specific*
  - Mastery Profile
  - Assignment Averages
  - Student Assignment Detail
  - Gradebook

## Working with the Class List

To add, delete, or copy classes; to create class rosters and assignments; or to view class reports; click on [Classes](#) from the Main Teacher screen to view the Class List screen.

SkillsTutor  
A DIVISION OF HOUGHTON MIFFLIN  
Mrs. Stephanie Gibson  
Select one or more classes and an option at left.

Classes

☐ Assignment Class

[Add Classes](#)  
[Delete Classes](#)  
[Copy Classes](#)  
[Class Properties](#)  
[Reports](#)  
[Done](#)  
[Log Out](#)

**Class  
List  
Screen**

## Adding New Classes

Follow these steps to add new classes to the Class List:

1. From the Class List screen click [Add Classes](#).

SkillsTutor  
A DIVISION OF HOUGHTON MIFFLIN  
Mrs. Stephanie Gibson  
Select an option at left.

Classes > Add Class

Class name:

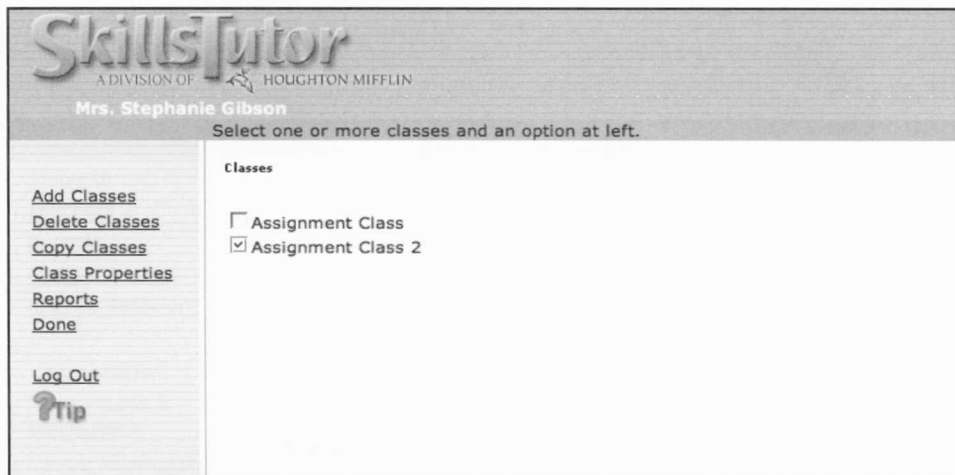
[Add this Class and Next](#)  
[Add this Class](#)  
[Cancel](#)  
[Log Out](#)

2. Type the class name in the field provided.
3. Optional: Click [Add this Class and Next](#) to add more than one class. The current class will be added and the text entry field will be cleared to enter the name of another class.
4. When you are finished adding classes, click [Add this Class](#) to save the information for the last class and return to the Class List.

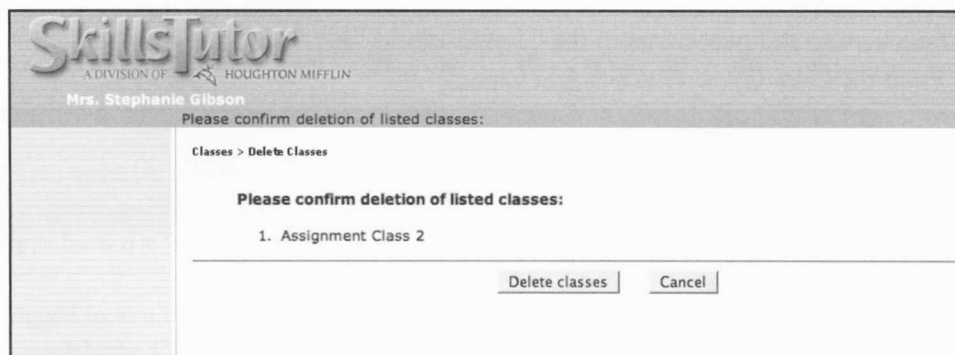
## Deleting Classes

Follow these steps to remove one or more classes from the Class List:

1. From the Class List screen click on the ☐ beside each class you want to delete.



2. Click Delete Classes. A confirmation screen will appear:

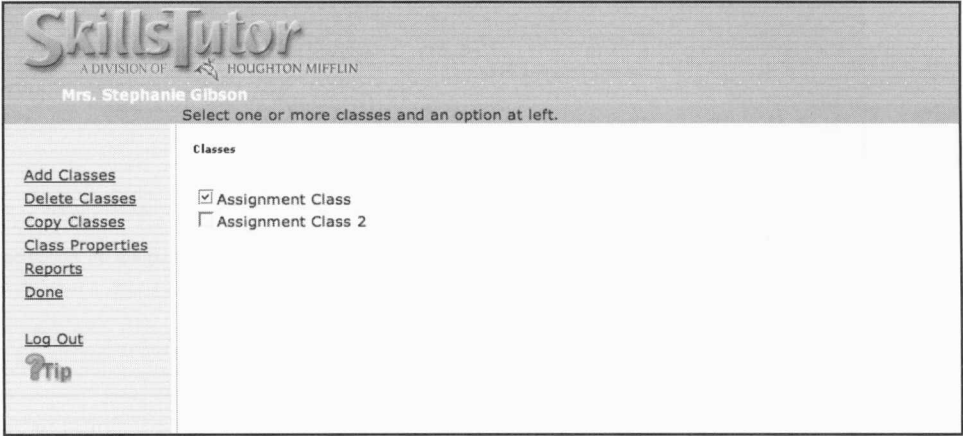


3. Confirm deletion of the class(es) you selected by clicking **Delete classes**, or click **Cancel** to return to the Class List without deleting.

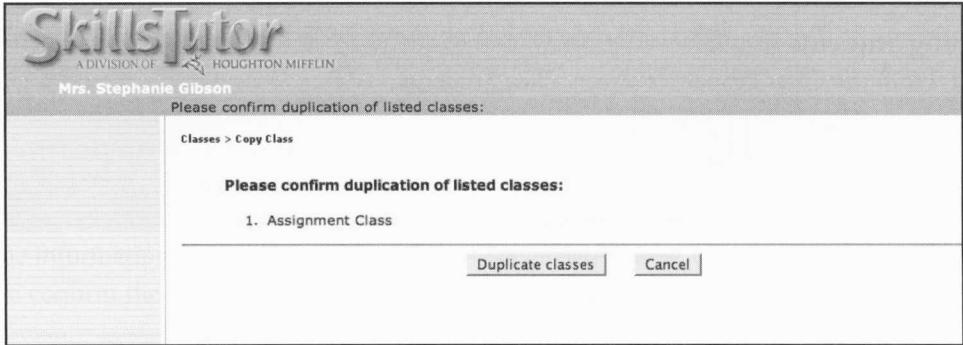
Copying Classes

You can make a copy of any of your classes. The duplicate class will contain the same class roster and assignments as the original class, but it can be modified without affecting the original class. Follow these steps to duplicate one or more classes from the Class List:

- 1. From the Class List screen click on the ☐ beside each class to select the class(es) of which you want to make a copy.



- 2. Click Copy Classes. A confirmation screen will appear:

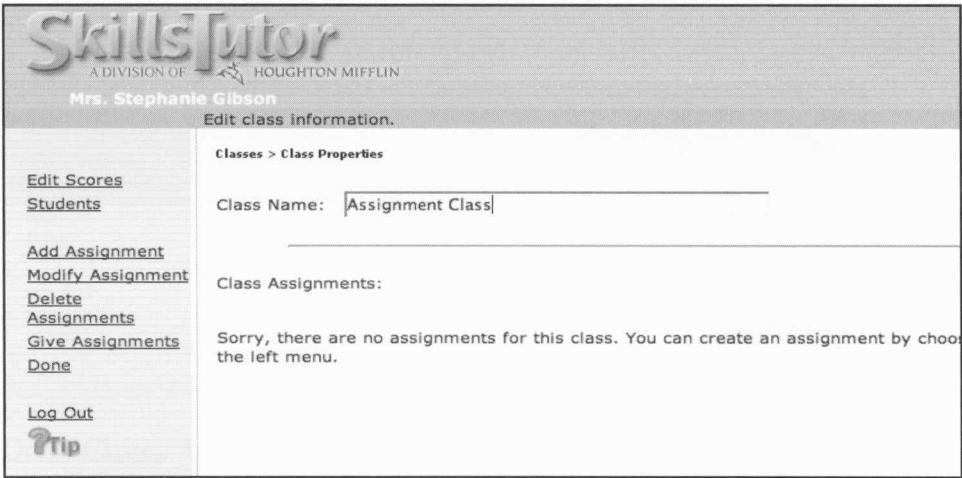


- 3. Confirm duplication of the class(es) you selected by clicking **Duplicate classes**, or click **Cancel** to return to the Class List without making a copy.

Editing Class Properties

The [Class Properties](#) link allows you to enroll/edit students in your class and create and give class assignments.

To access the Class Properties, from the Class List screen click on the check box beside the class for which you would like to change properties. Then click [Class Properties](#) to view the Class Properties screen.

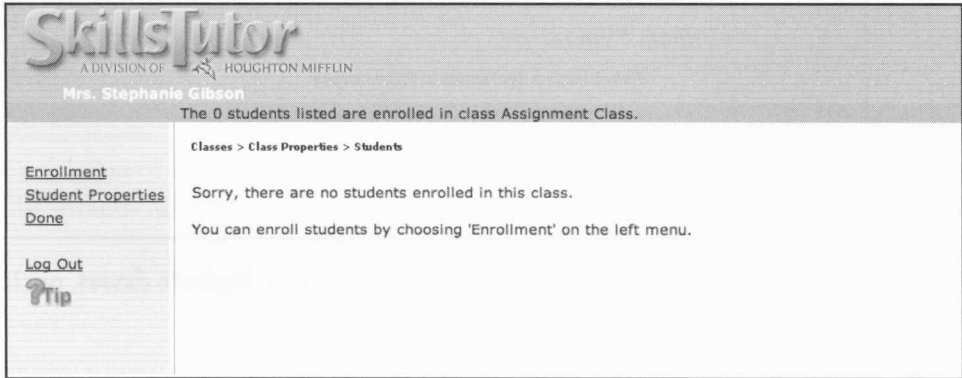


Class Properties Screen

 **Tip:** If more than one class was selected, then a warning dialog will appear indicating that only one class' properties may be changed at a time.

Enrolling Students in a Class

- 1. From the Class Properties screen, click [Students](#).



Students already enrolled in the class are listed in the right half of the screen. If the right half of the screen is empty, then no students are currently enrolled in the class (as shown in the screen above).




2. Click Enrollment.



Now the list of names that appears on the right represents the organization’s entire student roster. To enroll students in your class from this list, click the check box next to each student’s name you want to enroll.

 **Tip:** Those students currently in this class will already have the check box selected next to their name.


- 3. If you need to enroll a student who does not appear on the student roster, then you must first add that student to the school’s student roster. To add new students to the student roster for the school, click Add New Student on the Enrollment screen.
- 4. Type the information for the new student: First Name, Last Name, User Name, Password. You are also asked to confirm the password by typing it again in the **Password (Repeat)** field.

 **Tip:** You are not required to assign passwords for students. If you leave the password field blank, the student will be prompted to select a password when he or she logs in for the first time.

- 5. Optional: Click **Next** or Add this Student and Next to add more than one student. The current student will be added and the fields will be cleared to enter another student’s information.
- 6. To add the final student or if you’re adding only one student, click Add this Student. This will save the information for your last student and return to the Student List.

 **Tip:** The new students that are added to the school roster will now appear in the enrollment list and will have a checked box indicating they are also enrolled in the current class.

- 7. Click Enroll Selected Students after selecting the students to be enrolled in your class. All students that had checkmarks beside their name will be enrolled in your class.
- 8. If necessary, edit student properties (see page 5-13), or click Done.

 **Important:** To unenroll students from the class list (not the program), deselect the check box next to the student’s name.

## Creating Student Assignments

To make assignments for the students enrolled in the current class:

1. From the Class Properties screen, click Add Assignment to create a new assignment.

2. Enter information for the following:
  - *Assignment Name:* You need to enter a name for the current assignment.
  - *Note for students:* You may enter instructions for the class by typing in the **Note for students** field.
  - *Mastery percentage:* The mastery percentage is the percentage a student must score on a lesson before the activity is considered mastered. Once an activity is mastered it may be taken again, but it is no longer recommended. The default setting for mastery is 80%.

---

**Important:** In the **Note for students** field, do not use the Enter key on PCs or the return key on Macintosh.

---

- *Frameworks Links:* Choose to view activities by SkillsTutor Content or State Strand.

---

**Important:** **Frameworks Links** is not available if State Standards have not been assigned to the teacher by the administrator.

---

- *Search:* Search activity titles and descriptions using a key word(s) to find specific activities. Matching activity titles will appear in bold.

3. Activities are arranged in a tree structure. The information “nested” within each item can be viewed by clicking [+]. It can be hidden by clicking [-]. Click the check box for the activity you would like to assign to all students in the class.

---

**Tip:** Click the information icon to access the lesson description and to preview the activity.

---

4. Click Done from the left side of the screen to save your assignment and move on to the screen for giving assignments to students.

---

**Tip:** You may choose to only assign the pretest for a subject. Click [+] next to the desired subject, and click Select All Pretests to assign all pretest within that subject. Upon completion of the pretest, activities will be prescribed based on the Mastery % that is defined.

---

## Giving Assignments

Once the assignment is created, you will need to give it to the students in your class. Assignments can be given to the entire class or to individual students.

SkillsTutor  
A DIVISION OF HOUGHTON MIFFLIN  
Mrs. Stephanie Gibson  
Give assignments to students.

Classes > Class Properties > Give Assignments

	Reading Assignment
Bave, Samir	<input checked="" type="checkbox"/>
Gibson, Stephanie	<input checked="" type="checkbox"/>
Lackland, Matthew	<input checked="" type="checkbox"/>

Done  
Cancel  
Log Out  
Tip

- To give an assignment to an entire class, click on the assignment name. All students in the class will be given the assignment.
- To give an assignment to individuals, click on the checkbox under the assignment you want to give and across from the student you wish to complete it. Uncheck the box to cancel that assignment for a student.

---

**Important:** Every time a new student is enrolled into a class, they will also have to be given an assignment. If they are not given an assignment by a teacher, the program will assign all the default pretests.

---

- Click Done to save and return to the Main Assignment screen.

---

**Tip:** If a student is not given an assignment in any class that student will receive all pretests.

---

## Assigning the same activity in multiple classes

If a student has completed a pretest for another class, the resulting activities will not be available for that student in your class unless you assign the same respective pretest OR you assign no activities at all. If no assignments are made for a class, then all pretests will be assigned. In this case, any activities that have been assigned by a pretest in another class will also be available to the student in your class.

## Modifying Existing Assignments

To modify an existing assignment, do the following:

1. From the Class Properties screen, click the check box next to the assignment you want to change.
2. Click Modify Assignment.
3. Make the necessary changes to your assignment.
4. Click Done to save your changes.

### Deleting Existing Assignments

To delete an existing assignment, do the following:

1. From the Class Properties screen, click the check box next to the assignment you would like to delete.
2. Click Delete Assignment.
3. You will be asked to confirm that you want to delete the assignment. Click Delete Assignment.

---

**Important:** Deleting an assignment will not delete student scores.

---

### Giving Assignments to New Students

When new students are enrolled into an existing class that has been prescribed an assignment, the program assumes you will also need to give assignments to these new students. Therefore, you will automatically be taken to the Give Assignments screen after enrolling the new student(s), where you may choose to give them assignments.

SkillsTutor A DIVISION OF HOUGHTON MIFFLIN	
Mrs. Stephanie Gibson Give assignments to students.	
Classes > Class Properties > Give Assignments	
	Reading Assignment
Bave, Samir	<input checked="" type="checkbox"/>
Carstens, Lori	<input type="checkbox"/>
Gibson, Stephanie	<input checked="" type="checkbox"/>
Lackland, Matthew	<input checked="" type="checkbox"/>

If new students are enrolled into a class after a class has been created but no assignments have been prescribed, click Give Assignments from the Edit Assignment screen. This will allow you to give an assignment to the newly enrolled students.

---

**Tip:** If students are not given created assignments, all pretests will be assigned by default. Refer to "Giving Assignments" on the previous page for additional help with this feature.

---

### Editing Student Properties

At some point you may want to edit a student's information. The [Student Properties](#) link will allow you to correct a spelling error in a student's name, change a user name or alter a student's password. To edit a student's information follow these steps:

1. From the Main teacher screen, click [Classes](#) to display the Class List.
2. Select a class and click [Class Properties](#).
3. Click [Students](#) to view the Student List.
4. Select the student whose information you want to edit.
5. Click [Student Properties](#).

**SkillsTutor**  
A DIVISION OF HOUGHTON MIFFLIN  
Mrs. Stephanie Gibson  
Edit student information.

Classes > Class Properties > Students > Student Properties

Done  
Cancel  
Log Out  
Tip

First Name:  
Lori  
Last Name:  
Carstens  
User Name:  
loric  
New Password:  
\*\*\*\*\*  
New Password (repeat):  
\*\*\*\*\*  
Done

6. Make the desired changes.
7. Click [Done](#) to save your changes and return to the Student List. Or, click [Cancel](#) to ignore all edits to Student Properties.

Generating Reports

The teacher has access to 12 reports. Eight reports provide information as it relates to the class as a whole. Although some of the information is specific to individual students, it is presented in the context of the entire class. These reports include: Class Roster, Assignment Library, Class Activity, Class Profile, Student Profile, Class Averages, Student Detail, and Parent Letter. (See Section 7 for report samples.)

Teacher Reports: Class-Specific		
Question	Report	Detail
Who is enrolled in this class?	Class Roster	Lists all the user names and passwords of the students enrolled in a class.
What assignments have I made for this class?	Assignment Library	Lists the assignments within a class, what options are set for each, what activities are included, and to whom assignments are given.
How is my class performing on individual activities?	Class Activity	Lists each activity taken by students in the class, including how many times an activity was taken, average score, and total class time spent.
How is my class performing in each subject and topic area?	Class Profile	Displays bar graph representing average pretest, lesson and posttest scores across subjects and topics for all students in a class.
How is an individual student performing in each topic area?	Student Profile	Displays a 3-part graph showing average pretest, lesson, and posttest scores for each topic area for an individual student.
Which of my students needs help in a specific subject area?	Class Averages	Displays bar chart showing average lesson score for each student in the class.
How has a student performed over a given period of time?	Student Detail	For each student, displays activity names, scores, and time spent on activities. Shows complete and incomplete activities organized by subject.
How do I tell a student's parents about work completed toward improving basic skills?	Parent Letter	Reports the scores and time spent by individual students working on activities. Teachers can customize a message to each parent.

The four remaining reports provide information that is specific to assignments. They include: Mastery Profile, Assignment Averages, Student Assignment Detail, and Gradebook. (See pages 7-17 through 7-20 for report samples.)

Teacher Reports: Assignment-Specific		
Question	Report	Detail
<i>In what lessons does the class need more practice?</i>	<b>Mastery Profile</b>	Displays the class average for each activity in an assignment. For each activity, a bar shows the average score. A vertical line drawn down the page displays the mastery level of the assignment, permitting the teacher to quickly see where the class as a whole is performing well or where it may need improvement.
<i>Which of my students are mastering their assigned work?</i>	<b>Assignment Averages</b>	Displays the average score for each student for all lessons within an assignment. A vertical line displaying master percent allows the teacher to quickly scan for performance.
<i>How well is an individual student doing with an assignment?</i>	<b>Student Assignment Detail</b>	Shows detail of an individual student's work toward the assigned activities, including scores and time-on-task.
<i>Can I see a quick snapshot of student work on an assignment?</i>	<b>Gradebook</b>	A gradebook-style report showing student's latest work, what is incomplete and what is left to do.



## Class-Specific Reports

To access all Class Reports follow these steps:

1. From the Main Teacher screen, click Reports. A screen will appear listing the 8 class reports.
2. Select a Class from the pull-down menu.
3. Click on the report of your choice. Then, follow the instructions for one of the following reports.



### Class Roster and Assignment Library

To access the Class Roster report click on Class Roster. To access the Assignment Library report, click on Assignment Library. These reports will be automatically generated in a separate window.

### Class Profile, Class Activity, and Class Averages

To access and print the Class Profile, Class Activity, or Class Averages reports, follow these steps:

1. Click a report name (Class Profile, Student Profile, Class Activity, or Class Average).
2. Click on the ☐ beside one or more subjects to select the subjects for which you want to see a report. To select all subjects, click Select All. Click Cancel to move to the previous screen. Otherwise, click Continue.
3. Select a time period for the report. In order to select a specific date range you must first click the radio button beside **For a specified period**. Click Back to move to the previous screen. Otherwise, click Continue.
4. The report will be displayed. Select *Print* from the File menu in the display window. A print dialog window will display.
5. Click **OK**.



### Student Detail, Student Profile, and Parent Letter

To access and print the Student Detail, Student Profile, or Parent Letter reports, follow these steps:

---

**Important:** In the Student Detail report, the teacher will be able to filter the report by subject area for each student or see all activities.

---

1. Click a report name (Student Detail, Student Profile or Parent Letter).
2. Click on the ☐ beside one or more students to select the students for which you want to see a report. To select all students, click Select All. Click Cancel to move to the previous screen. Otherwise, click Continue.

---

**Note:** Parent Letter may be customized by typing <name> where you would like the student's name to appear within the letter. You may also type a personalized message to the parent.

---

3. Click on the ☐ beside one or more subjects to select the subjects for which you want to see a report. To select all subjects, click Select All. Click Cancel to move to the previous screen. Otherwise, click Continue.
4. Select a time period for the report. In order to select a specific date range you must first click the radio button beside **For a specified period**. Click Back to move to the previous screen. Otherwise, click Continue.
5. The report will be displayed. Select *Print* from the File menu in the display window. A print dialog window will display.
6. Click **OK**.

### Assignment-Specific Reports

To access the Assignment reports follow these steps:

1. From the Main Teacher screen, click Reports.
2. Select a Class from the pull-down menu.
3. Click Assignment Reports. A screen will appear listing the four Assignment reports.

### Mastery Profile

To access the Mastery Profile report:

1. Select an assignment from the pull-down menu.
2. Click Mastery Profile.
3. Select a time period for the report. In order to select a specific date range you must first click the radio button beside **For a specified period**. Click Back to move to the previous screen. Otherwise, click Continue.
4. The report will be displayed. Select *Print* from the File menu in the display window. A print dialog window will display.
5. Click **OK**.

### Assignment Averages and Gradebook

Select an assignment from the pull-down menu. To access the Assignment Averages report click on Assignment Averages. To access the Gradebook report, click on Gradebook Report. These reports will be automatically generated for the entire class in a separate window.

### Student Assignment Detail

To access the Student Assignment Detail report, follow these steps:

1. Select an assignment from the pull-down menu.
2. Click Student Assignment Detail.
3. Click on the ☐ beside one or more students to select the students for which you want to see a report. To select all students, click Select All. Click Cancel to move to the previous screen. Otherwise, click Continue.
4. Follow Steps 2 through 5 in Mastery Profile report.

---

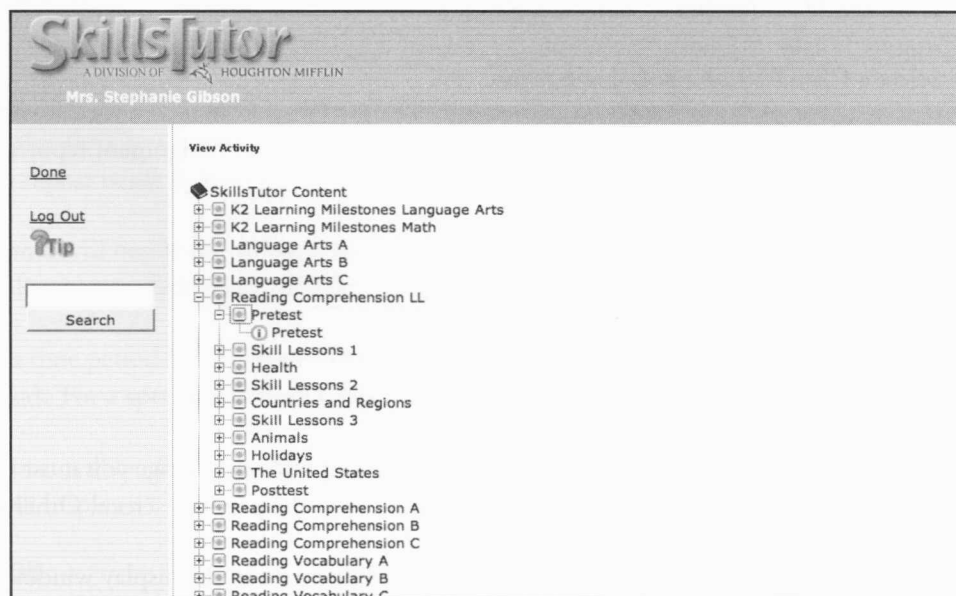
**Important:** This report includes data for every instance a student has worked on an activity. It also shows which activities were computer assigned and which activities were assigned by the teacher.

---


### Viewing Activities

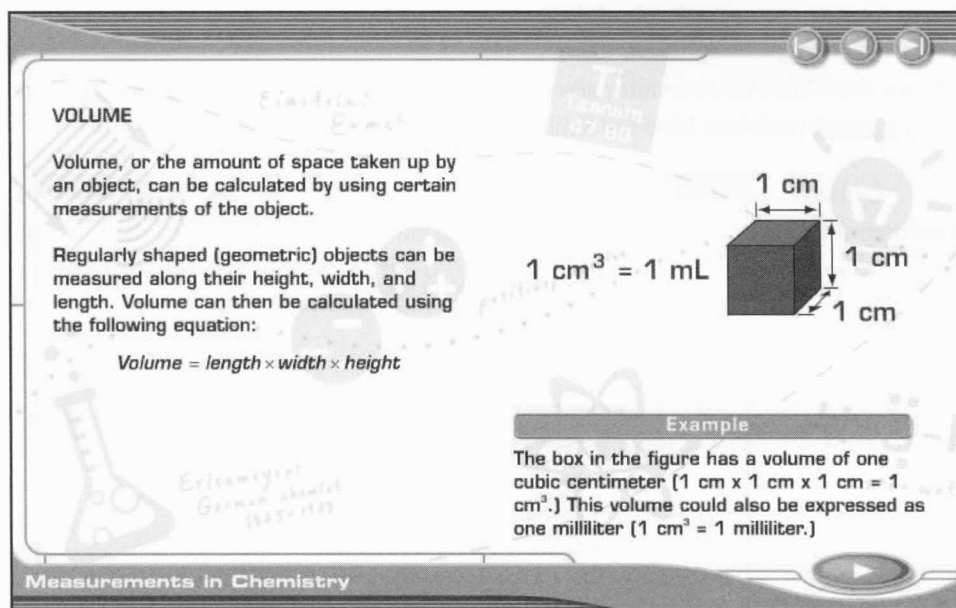
The View Activity link allows teachers to preview any activity that can be assigned to a student.

1. From the Main Teacher screen click View Activity.
2. Select a subject.
3. All activities available to you in the subject will be displayed in a scrollable list.



4. Click an activity from the list to open it. Click Done to return to the list of subjects. Or, click Cancel to return to the Main Teacher screen.

-  **Tip:** When viewing an activity, if the cursor icon changes from an arrow to a hand—and the hand is not over a button or possible answer—you can click that area to hear audio.




5. The layouts and interactions in the activities vary. At the end of every activity, click **Go On** to close the lesson and return to the list of activities. Note that when viewing activities as a teacher, no score is recorded and no prescription is made.

### About Activities

See pages 6-6 and 6-7 in the Reference for Students for a description of how activities are handled within *SkillsTutor*.

### Changing Your Password and Information

The [Teacher Properties](#) link allows you to edit or change your social title, first name, last name, or password.

-  **Important:** If the system administrator has disabled the teacher's ability to change his/her password, you will not see the [Teacher Properties](#) link.

Follow these steps to change your password:

1. From the Main Teacher screen, click [Teacher Properties](#).
2. Type the current password in the field labeled **Old Password**.
3. Type your new password in the field labeled **New Password**.
4. Type your new password again in the field labeled **New Password (repeat)**.
5. Make any desired changes to your name and/or social title in the fields provided.
6. Click [Done](#) to save your changes. Or, click [Cancel](#) to ignore the edits and return to the Main Teacher screen.

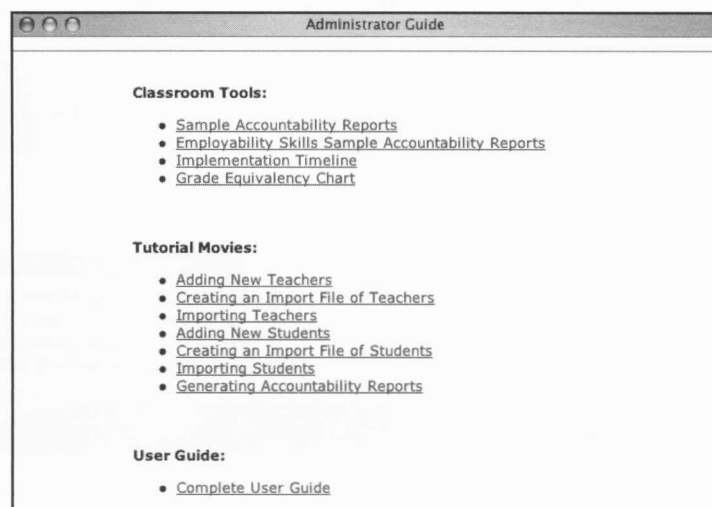
-  **Tip:** For security measures, you may want to consider periodically changing your password.

## Viewing the Tutorials or Guides & Worksheets

Follow these steps to view the Tutorials, User Guide or any of the Classroom Guides in Adobe Acrobat Reader:

 **Tip:** Tutorial movies require Flash 6 and above.

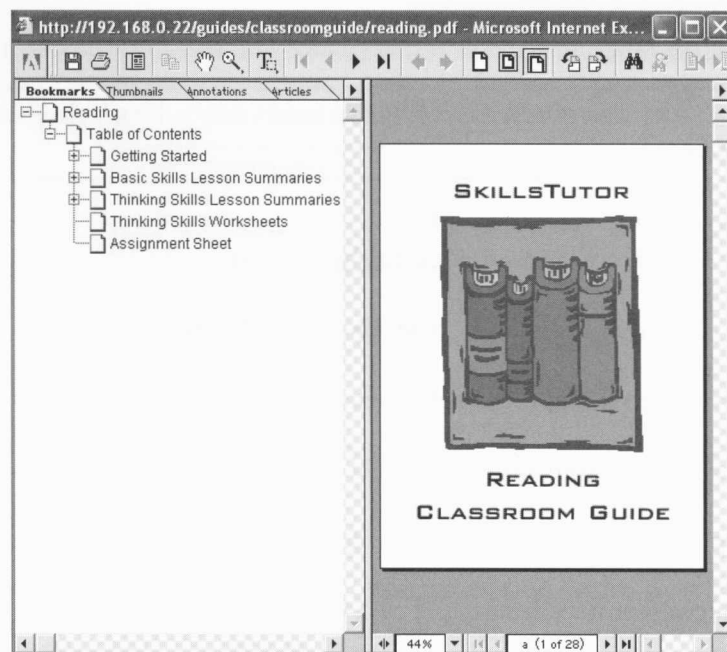
1. From the Main Administrator screen that appears after log-in, click [View Tutorials](#) or [View Guides & Worksheets](#) (only available for SkillsTutor).



2. a. If you do not have Acrobat Reader installed, a warning screen will display. Click the link to download this free viewer.

 **Important:** You MUST download Acrobat Reader to proceed.

- b. If you already have Acrobat Reader, click the link for the tool or guide you wish to view. See example screen below:



3. Once the guide is displayed in Acrobat Reader, you can page through it online or print it out.

4. When you are finished viewing the guide online, click the ☒ located in the far upper right corner to close the “Adobe Acrobat — [Embedded File]” window.
5. Click the ☒ located in the far upper right corner to close the “Administrator Guide” window.

All of the documentation in this User Guide is also available online. The User Guide contains a full description of all of the *SkillsTutor* features and functions. The Classroom Guides for each module contain:

- Summaries of each of the basic skills lessons organized by subject area (*e.g.*, Writing)
- Summaries of each of the thinking skills lessons organized by topic area (*e.g.*, Comparison)
- Student activity worksheets for each of the thinking skills lessons

### **Logging Out**

After you finish using the program, click Log Out.